

Purpose	Describe how to set up a waiting list, screen applicants for placement on waiting list and applicant notification of placement on waiting list
Notification of Waiting List Implementation	The State Agency will notify local agencies, in writing, of the need for waiting lists, which priorities are to be placed on the waiting list, and the date to implement the list.
Applicant Notification of Placement On Waiting List	<p>Staff members should always explain to applicants why placement on a waiting list is necessary and what it means in terms of the realistic possibilities of receiving benefits, so that it does not create false expectations on the part of the applicant.</p> <p>Applicants who are placed on the waiting list must be informed that they may be notified by mail of their placement on and/or removal from the the list. For confidentially reasons applicants may choose to not be placed on the list.</p> <p>Applicants who are placed on a waiting list must be notified of their placement on a waiting list within 20 days of the request. The Ineligibility Letter for WIC/CSFP is to be given or mailed to the participant.</p>
Placing Applicants On a Waiting List	<p>When a waiting list is in effect applicants should be assessed in the following manner:</p> <ol style="list-style-type: none">1. Determine applicant's status.<ul style="list-style-type: none">◆ If applicant is in a status not being served at all, place a "W" in the waiting list field on the computer screen. No further screening is necessary. Provide ineligibility letter and document the letter was given on the Certification Signature Form.◆ If the applicant is in a status, which may potentially be served if in a higher priority, continue with screening for those nutritional risks which may place them in the higher priority.2. Determine nutritional risk and priority.<ul style="list-style-type: none">◆ If at nutritional risk and in a priority being served, complete certification process and provide benefits.
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**Placing Applicants
On a Waiting List
(cont.)**

- ◆ If at nutritional risk, but in a priority not being served designate client as waiting list status by placing a “W” in the waiting list field on the computer screen. Provide ineligibility letter and document the letter was given on the Certification Signature Form.

If no nutritional risk identified, determine ineligible, provide ineligibility letter and document the letter was given on the Certification Signature Form.

**Information Shown
On The Waiting List**

The printed waiting lists will include the following information:

- ◆ Date of initial application
- ◆ Applicant's name
- ◆ Applicant's address and phone number
- ◆ Status
- ◆ Birth date
- ◆ Date of medical screening if completed
- ◆ Date placed on waiting list.
- ◆ Highest possible priority.

Transferring participants will appear at the beginning of each list.

**Notice of Placement
On Waiting List**

Use the Ineligibility Letter for WIC/CSFP for providing written notice. Such notice must be provided no later than 20 days after placement on the waiting list, but preferably at the time of placement on the list.

Document that the Ineligibility Letter was given on the Certification Signature Form.

Staff Signatures

Staff determining income, residential and categorical eligibility and determining nutritional risk should remember to sign the Certification Signature Form, as usual.

Placing Transfers On The List

Transferring participants and applicants are to be placed on the waiting list as follows.

- ◆ A transferring participant, in a priority not being served, with a completed authorization of transfer of certification, must be placed on the list ahead of all other waiting applicants regardless of their nutrition risk criteria.
- ◆ Transfers are the first to be added to the program when funds become available.

For example, if a participant presents a valid authorization of transfer of certification with nutrition risk reasons indicating priority V and the agency has a waiting list for participants in priorities IV, V, and VI this participant would go to the top of the priority IV waiting list. The computer system will automatically place transferring participants at the beginning of each list.

- ◆ If an applicant states they have applied for benefits at another Nebraska agency and then moves and applies at your agency, they may be placed at the same level on the waiting list as they were at the previous local agency. In the Nebraska Computer System the applicant would be placed at the beginning of the waiting list as a transfer. Staff would need to call the State WIC Office to determine the date the applicant was placed on the waiting list at the original agency.

For example, if an applicant is placed on the waiting list on June 15th, at local agency A and then moves and applies at local agency B, a note would be placed by the applicant's name on agency B's waiting list indicating they had been placed on the waiting list on June 15th.